GPC NEWSLETTER
February 2004

T his informational newsletter is prepared and distributed by the 61st Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh your knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include transaction management log entries, AFWay, personal expense, IMPAC rebates, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:
http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html Your suggestions for improvements are encouraged.

TRANSACTION MANAGEMENT LOG ENTRIES

W e continue to receive inquires on how to input information into the "Log Detail" and "Log Line Item Detail" tabs in Transaction Management (TM). So, as a result we are publishing this step-by-step process on how to do just that! Failure to complete both the Log Detail and Log Line Item Detail tabs may result in a 7, 14, or 30 day suspension of the cardholders account.

Once you are in TM you must:

- Click the **Transactions** tab.
- Select the transaction to which you want to enter detail about.
- Select the **Log Detail** tab at about the right center of your screen.
- You must ensure that the following fields are completed in the **Log Detail** tab:
  - Transaction Date
  - Date Received
  - Merchant (Vendor name)
  - Transaction Amount
  - Requestor Name
  - Trans Method
  - Comments
    - IT Equipment = Approved CSRD on file, purchased on AFWay, BPA # xxxx, expires xx/xx/xx
    - HazMat Items = Approved MSDS on file
    - Training/Edu = Approved DD 1556 on file
    - GSA purchases = GS-14F-0040K, expires 09/20/2005
- DO NOT select the **Save Log** button yet!
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- You must ensure that the following fields are completed in the **Log Line Item Detail** tab:
  - Quantity field - how much of the product was bought
  - Unit of Measure - boxes, each, etc.
  - Item Description - paper, pens, field jackets, etc.
  - Unit Price - price paid for one
  - Part # - part number or model number of item
- For each item you must click the **Enter** button. This will add your entry to the log at the bottom and clear the fields for your next item.
- Once you are done itemizing your purchase, you must click back to the **Log Detail** tab and select the **Save Log** button. If you miss this step and move on to another transaction, your information will not be saved and you will have to retype the data.

*NOTE: This way of entering data into your transaction log can only be accomplished on Unapproved/Open cycles. Once the cycle is closed and has been approved, this option will be unavailable.

Another way to enter transaction log data is by using the **Transaction Log** tab at the top of the TM screen. The steps for entering data on this screen are the same as above but you will not have the luxury of viewing the particular transaction you are entering data for. You must utilize your receipts or your Statement of Account to keep track of which transactions you are entering data for. In the instruction above, I mentioned how you must select the **Save Log** button in the **Log Detail** tab to save your information. This button may read as an **Add** button when you are using the **Transaction Log**. These two buttons accomplish the same task.

When you are updating information that you have already created a log for, please follow these steps:
- Select the transaction that you want to update.

- Locate the information that you want to update by clicking on either the **Log Detail** tab or the **Log Line Item Detail** tab.
- Change the data in the appropriate field.
- When using the **Log Line Item Detail** tab, you must select the **Update** button in both the **Log Line Item Detail** tab and the **Log Detail** tab. IF you are just using the **Log Detail** tab you only have to select the **Update** button in that tab.

If you require further guidance, please access the web-based training at https://wbt.care.usbank.com.

- The user id is **"usbank"**.
- The password is "**bright**"
- Click on "**Training**".
- Choose the "**CCP**" training link (second option).

Should you require any additional assistance, please contact Kelly Britton at 3-5930 or Ms. Jennifer Agcaoili at 3-0623.

C.A.R.E PASSWORD LOCKED

All program participants, if you get locked out of the C.A.R.E system and receive the message "USER STATUS INACTIVE, PLEASE CONTACT US BANK ADMIN" please call US Bank at 1-888-994-6722 and request your password be reset. Please do not contact the GPC Team, as we cannot reset passwords.

PERSONAL EXPENSES

Without exception, the use of the card constitutes expenditure of appropriated funds and is limited to official, authorized transactions only. Some organizations have both appropriated and non-appropriated funds available for use. Separate cardholder accounts must be established to segregate these fund types. All cardholders and/or approving officials must contact their local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds.

Items and/or services purchased for the personal use of the people in your office are prohibited. We have received numerous inquiries regarding the purchase of facial tissues or otherwise "kleenex." Facial tissue is considered a personal expense; thus, cannot be procured using the GPC. The only exception is for hospitals and such. Any purchase of facial tissue will be in violation of GPC regulations, resulting in suspension of the cardholder account for 30 days.

However, if your organization requires facial tissue, please submit a written justification signed by your squadron commander/director to our office. We will review and approve on a case by case basis. Unless you have written authorization from our office, facial tissues may not be purchased using the GPC.

Bottom Line: Please buy your own "kleenex" for your personal use; purchases of "kleenex" for employees are unauthorized using appropriated funds.

MINIMUM ESSENTIAL REQUIREMENTS

When purchasing items/services using the GPC, the purchaser is required to purchase the item or service that meets the minimal requirements of the organization. For example, if you have a basic need to rent a vehicle to transport 4 passengers, you should rent something closer to a compact versus a full-sized convertible with leather interior and 10-disc CD changer. I know this may be an extreme example, but hopefully you see my point.

This philosophy should be used regardless of the item or service contemplated. If you want to purchase personal planning systems (i.e., Franklin, Day Runner), purchase only the generic (green) refills or the cheapest binders instead of the myriad selection of premium products. As a keeper of taxpayer funds, you have an obligation to spend prudently. Purchase only those features absolutely necessary for the contemplated use. Remember, gold plating can be deemed waste and abuse.

AFWAY

For all IT purchases, the use of AFWay is mandatory. This includes, but is not limited to, personal computers, servers, peripherals, laptops, and network devices. There are no requirements to have more than one source or to review at least three price quotes when purchasing through AFWay.

The electronic waiver provided via the AFWAY system does not constitute approval to purchase from sources other than AFWAY sources. This electronic waiver provides an Air Force-wide-view of products and services, beyond HQ AFSPC standardization (Normal View) for Space Command field installations like LAAFB. If this type of waiver still fails to support the requirement, the customer may use AFWay's Request for Quote (RFQ) option directly to the chosen vendor.

All customers are required to submit and have an approved PWRR Manager Requirement as source documentation for all items purchased via AFWAY. The new URL for PWRR Manager is https://spa.afspc.af.mil/tm2k.

For purchases of DESKTOPS or NOTEBOOKS, requests for waiver must be submitted to HQ AFSPC for approval. The local CSO no longer has authority to grant such waivers.

For purchases of IT products other than desktops of notebooks, requests for waiver must be submitted to the CSO, 61 CS/CC, via this office, 61 CS/SCXP, for approval.

QUESTIONED PURCHASE PROGRAM

Each month, we receive a listing of all purchases made during the previous cycle. We survey each account monthly and utilize this listing to provide the required level of oversight. We look for various indicators of adverse purchasing activity (i.e., purchases available from statutorily mandated sources being obtained at lower priority sources, or required coordination or approval not being obtained, or CARE transaction log, etc.).

If any of the purchases you've made during the reporting cycle are indicative of such activity, you will be contacted via e-mail to provide a brief detailed explanation of what you purchased and how you obtained it (via UNICOR, JWOD-affiliated organizations, etc.). In the e-mail, a date when your response is due will be established

GIFTS ARE STILL UNAUTHORIZED

The prohibition against the purchase of gifts (e.g. retirements, farewells) is still in effect. This also includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Although U.S. flags may be purchased with unit funds for gift presentation to military personnel upon their retirement only, the rental of banquet halls or similar facilities for these functions is NOT authorized.

Unless specifically authorized by law, the purchase of those items considered entertainment (i.e. party supplies, serving materials, food, drink, etc), continues to be prohibited. The exceptions to this policy are listed in AFI 65-601 V1, Para 4.28.1 and 4.42.2.

Note: Light snacks may be purchased with the GPC by a hosting unit in conjunction with a conference. (See AFI 65-601 for a complete discussion on this subject and for more detailed guidance on unauthorized uses of appropriated funds.)

SOURCE ROTATION & COMPETITION

AFI 64-117 requires cardholder personnel to solicit suppliers other than the previous vendor before placing repeat orders. A special effort should be made to solicit small and small disadvantaged businesses as a source for supplies and services, whenever practicable. When determining the number of sources to solicit, consider the following:

- Nature of the item or service to be purchased and whether it is highly competitive; Information from recent purchases of the same or similar items or services;
- Urgency of the purchase;
- Dollar value of the purchase; and

- Past experience concerning dealer prices.

Purchases under $2,500 may be made without competition; however, the cardholder must consider the prices to be reasonable. The preferred method for determining prices as being fair and reasonable is by comparing prices offered by other vendors for the same or similar item or service.

Though there is currently no requirement to document that you consider the price fair and reasonable, it is assumed that you have made such a determination by the act of making the purchase. One more time…if you make a purchase, it is assumed, by virtue of you presenting your card or card number to the vendor, that you have performed the necessary mental processes required to deem the price as "fair and reasonable".

If a vendor furnishes a standing price quotation or catalog prices on a recurring basis, you are not required to obtain competition on each individual purchase. You should, however, periodically confirm that the price is still current and reasonable.

ACQUIRING PRINTING AND COPYING SERVICES

Printing, copying services, or copier services provided by commercial sources is prohibited unless government support is unavailable. Cardholders shall contact DAPS or the local government printing/copying office and determine that printing support is unavailable and must receive authorization from the DAPS Manager in order to use a commercial printing source. Coordination with DAPS/local government printing office may be done by telephone and documented in the purchase log. The single purchase limit for purchase card use with DAPS is $100,000. (Authority above $2,500 must be obtained from 61 CONS/CC).

When DAPS is not available and authorization is received to use commercial printing sources, the threshold shall revert to $2,500 per purchase. Splitting these requirements to stay under the $2,500 limit is unauthorized.

QUARTERLY SPENDING LIMITS

Under the latest guidance, the Financial Services Office (FSO) is required to set the quarterly spending limits for each approving official account at the same dollar value as the AF Form 4009. This is designed to serve as a safeguard to hopefully prevent the overspending of funds attached to the account, an offense that will result in unit commander notification and suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. **In the event your card is declined, first contact the bank to ascertain the exact reason. Then, call one of us and we will get the problem resolved. Whenever you encounter this problem, your FIRST step should be to contact the bank**. If your

problem is a result of exceeding your quarterly limit, contact SMC/FMF (SSgt Buckner, 3-6120) for assistance.

IMPAC REBATES

IMPAC Rebates are issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill. US Bank issues a check to the US Treasury for the total IMPAC Rebates on a quarterly basis. Because the rebates are usually small, these funds are forwarded to 61 ABG/CC and added to the Quality of Life funds. 61 ABG/CC manages the Quality of Life funds for LAAFB. Do not include these rebates in your funds (as a credit); they are NOT credited to your account.

ADDITIONAL GUIDANCE

AFI 65-601 V1
- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)
- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)
- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

AFI 64-117
- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

PURCHASE CARD TRAINING
INITIAL / REFRESHER

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, Cardholders, and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at http://clc.dau.mil. Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training. Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 03 Mar 04 from 0800 to 1200 in Bldg 219, Room 1440 C/D.

The next GPC Refresher training session is scheduled for 10 Mar 04 from 0900 to 1200 in Bldg. 130, Room 2473.

There is no need to RSVP. Seating and attendance is on a first-come, first-serve basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

In essence, you must attend refresher training within 12 months of your last training session... whenever that was!! Attending either the Initial or Refresher training will satisfy the annual refresher training requirement.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
03 Mar 04 (1440 C&D)	10 Mar 04 (Bldg 130, Rm 2473)
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 04

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice